

## CONFIDENTIALITY OF LIBRARY RECORDS POLICY

Personal information and user information provided to library staff for the sole purpose of obtaining a library user card or for permission to use internet services will be kept confidential.

To help ensure confidentiality of library records, patrons are asked to keep their library cards in a secure place, to bring them when visiting the library, to have them on hand when conducting business over the phone, to report the loss of a library card immediately to the Clarkson Public Library and to not allow others to use their cards.

Any problems or conditions relating to the privacy of a library users personal data which are not provided for in this policy statement will be referred to the Library Director. A decision on the problem will be made after study of the issues and consultation with the Library Board and City Attorney's office.

While the privacy of library users is protected by this policy, all library users are subject to the library's "Library Use-General Policy" which governs acceptable behavior on library grounds. Behavior or activity deemed illegal by local, state or federal statutes maybe reported to law enforcement.